

**SUMMARY OF THE
QUALITY SYSTEMS PERFORMANCE BASED MEASUREMENT SYSTEMS SUB-COMMITTEE
MEETING
OCTOBER 25, 2001**

The Quality Systems Performance Based Measurement Systems (PBMS) Sub-committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Thursday, October 25, 2001 at 10:30 a.m. Eastern Daylight Time (EDT) via teleconference. The meeting was led by Chairperson Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

INTRODUCTION

Scott Siders called the meeting to order and took attendance. He announced that this Sub-committee's meeting minutes are now being posted on the NELAC website.

INTERIM MEETING FORMAT

Scott Siders opened discussion regarding the format for the PBMS portion (1.5 hours) on Wednesday, December 5th, during Quality Systems's all day session at the Interim Meeting. Although Scott will not be able to attend the Interim Meeting, he hopes to participate via speaker phone. It was decided to do a 30 minute PowerPoint presentation, leaving the last hour for questions and answers.

- Harry Gearhart will do the introduction, which will contain a brief history of PBMS in NELAC, what milestone it represents, and where it will go from here. He will also cover what the document represents, as it currently exists, a time line for it, opportunities for input after the Interim, and how it will fit into the Standards proposed for NELAC 8. Harry will do a rough draft and send it to members for review and comments.
- David Friedman will then do the presentation of the major components of the document, listing key items of proposed change. David will do a rough draft and send it to members for review and comments.
- After the presentation and any questions from the floor, a review of the document (taking comments from the floor) will begin with 5.0, then proceed through the appendices C, D, and E. It will be explained how our document will fit into the body of the ISO 17025 based Chapter 5.

It was also suggested to go back to the suggestions made during NELAC 7's concluding remarks, and cover those that are not done but need to be addressed.

EDITING ISSUES

Harry Gearhart opened discussion regarding the first sentence found in Section 5.10.10 of Chapter 5, Documentation. After further discussion, it was recommended to insert “if requested” after “shall be reported to the client...” This change will be marked on the copy for now and presented verbally at the Interim Meeting.

Discussion ensued regarding how smaller labs can achieve better representation at the NELAC meetings and how some key states might be encouraged to both maintain their high level of support for and active participation in NELAC more than is currently being done. It was suggested to have Membership and Outreach more involved in this issue.

Harry Gearhart opened discussion regarding the last paragraph in Appendix D, Section D.1.2.7, citing DQO's. His opinion was that this paragraph should be deleted. After some discussion it was recommended to highlight this section and have David Friedman give it special emphasis in his presentation at the Interim Meeting.

Scott Siders recommended that as we go through discussions between now and the Interim Meeting, to single out and identify those sections that are still being debated on and include those in Harry and David's PowerPoint presentations. Furthermore, if any members have an area in the document that they are concerned about or want to have highlighted, they should inform David and Harry of this.

Under Section D1.2.3, Measurement System Performance, Harry felt that the third paragraph, which states that spiking materials are not available for TSS/TDS, is incorrect. It was recommended to change this paragraph in the next draft. This section will be highlighted for discussion, marking what is and is not available for spiking. Review and compare this list with the adopted Appendix D as to what is available for spiking solutions for LCS and what is not.

HIGH LEVEL ISSUES

1. PBMS as a topic for a Board of Directors' Meeting. Scott reviewed his discussions with Silky Labie and Fred Siegelman on this issue. Then David Friedman updated the members regarding the meeting the NELAC Board had with Linda Fisher, Deputy Administrator, which was held on October 22, 2001, during which PBMS was discussed. It was mentioned at the meeting by both David and Jerry Parr that PBMS is moving forward with NELAC.
2. Tiered approach to Sub-committee's draft Appendix C. It is felt that this will be the #1 issue as we move forward. It was suggested to do an analysis of the impact different tiers would have. This topic should also be highlighted for presentation and discussion at the Interim Meeting.
3. Detection Limits by Instrument. Members are asked to review the document on Toxics Standards for Waters in California that Jerry Parr sent out.
4. Definition of “measurement system.” This will be put on the agenda for the next teleconference.

7. Modification of Appendix C, where 4 reps will become 3 reps to be discussed at the next teleconference.
8. Need to develop a statistical treatment for Appendix C to be discussed at the next teleconference.

FUTURE TELECONFERENCES

The next teleconference is scheduled for November 13, 2001, at 1:00 p.m. Eastern Standard Time (EST).

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:00 noon EDT.

ACTION ITEMS
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Item No.	Action	Date to be Completed
1.	David Friedman will do a rough draft of the PowerPoint presentation for the Interim Meeting and send it to members for review and comments.	ASAP
2.	Under Section D1.2.3, <u>Measurement System Performance</u> , change this paragraph in the next draft. Highlight this section for discussion, marking what is and is not available for spiking. Review and compare this list with the adopted Appendix D as to what is available for spiking solutions for LPS and what is not.	ASAP
3.	Highlight Section D1.2.3, <u>Measurement System Performance</u> for discussion, marking what is and is not available for spiking. Review and compare this list with the adopted Appendix D as to what is available for spiking solutions for LPS and what is not.	11/13/01

PARTICIPANTS
QUALITY SYSTEMS PERFORMANCE BASED MEASUREMENT SYSTEMS SUB-COMMITTEE MEETING
OCTOBER 25, 2001

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